



Native American Youth and Family Center

5135 NE Columbia Boulevard | Portland, Oregon 97218
P (503) 288-8177 | F (503) 288-1260 | www.nayapdx.org

The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.

Position Description

Position:	Director of Finance and Operations
Department/Program:	Finance and Operations
Compensation:	\$85,000 to \$90,000 depending on experience
Benefits:	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours (see agency Personnel Policy manual for PTO accrual rates). NAYA recognizes twelve paid holidays per calendar year. NAYA also provides medical, dental, and vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
Employment Status:	Regular, Full-Time, Exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	Finance Department & Operations Staff
Reports To:	Executive Director
Job Location:	Portland, OR
Created/Revised:	December 2017

Position Description:

This position is responsible for providing direction, support, and strategic leadership for the Native American Youth and Family Center. The Director of Finance and Operations reports to the Executive Director, and has direct oversight of the finance and operations departments. This position leads the operations and finance management team in the coordination of fiscal management, asset management, and operations. The Director of Finance and Operations will play a critical role in partnering with the leadership team in strategic decision making and operations as NAYA continues to enhance its quality programming and community development. This is a tremendous opportunity for a visionary finance and operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

Essential Functions:

- Plan, organize, direct and evaluate the organization’s fiscal function and performance
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director and leadership team
- Administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization’s financial status
- Manage organizational cash flow and forecasting
- Review monthly results and implement monthly variance reporting
- Prepare supporting information for the annual audit and collaborate with the Board's Finance and Audit Committee and the external auditors as necessary
- Direct the finance group in providing timely and accurate analysis of budgets, financial reports and financial information to the directors, staff, the Executive Director and the board in order to make informed financial decisions

NAYA Family Center | Position Description: Director of Finance and Operations

- Management and direct oversight of finance and operations staff including hiring, performance evaluation, discipline, and time reporting
- Provide support and direction to Directors and Program Managers charged with oversight of the respective grants
- Manage the development, enhancement, implementation, and enforcement of policies and procedures of the organization by way of systems that will improve the overall fiscal and operational effectiveness of the organization
- Direct the continual improvement of the budgeting and expenditure process through education of department managers on financial issues impacting their budgets
- Gather and analyze relevant information for long-range planning, and examine opportunities for new programs/strategies
- Participate in grant writing, grant reporting, and funding compliance requirements
- Direct strategic financial oversight on issues that affect the organization; i.e., evaluation of potential acquisitions, mission driven enterprise opportunities, oversight and analysis of employee benefits, pension funds, and potential investments
- Optimize the handling of bank and deposit relationships and initiate appropriate strategies to enhance cash position
- Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements
- Manage assets owned and operated by the agency including financing options, acquisitions, and relations with third party property management
- Develop and manage strategy for long term asset management
- Oversee IT, operations and facilities (including kitchen) in collaboration with Operations Manager
- Oversee operations, kitchen and IT budgets with Operations Manager and ensure long term operations and infrastructure needs are met
- Ensure vendor relationships and contracts are compliant and best supporting organizational effectiveness

Additional Duties:

- Understand and adhere to confidentiality
- Coordinate wraparound services effectively with other NAYA Family Center programs and staff
- Ensure maintenance of NAYA's contractually required information database systems to track client information
- Work as an active member of departmental team
- Participate actively in cross-departmental team projects
- Contribute to fostering a safe and secure environment for community members and staff
- Other duties as assigned by Executive Director

Qualifications:

Education & Training:

- Bachelor's degree in accounting or related field, CPA strongly preferred
- Familiarity and/or experience with Sage MIP Accounting system, preferred
- Knowledge of local community resources and social service agencies, especially with low-income and ethnic minority clientele
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience

Experience:

- 10+ years of Accounting experience in the non-profit sector, of which at least 5 years includes supervisory experience

NAYA Family Center | Position Description: Director of Finance and Operations

- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred
- Demonstrated initiative, discipline, and ability to perform under pressure and to meet deadlines
- Demonstrated experience with annual budgeting process including calendar of steps, economic factors, staffing, and financial assumptions
- Working knowledge of managing a diverse portfolio of grants, including developing grant budgets and reporting
- Experience developing and applying an indirect cost allocation methodology

Skills:

- Excellent organizational, planning, and prioritization skills
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Highly articulate individual who can relate to people at all levels of an organization
- An energetic, forward-thinking, and creative individual with high ethical standards and an appropriate professional image
- A visionary with sound technical skills, analytical ability, good judgment and strong operational focus
- Excellent interpersonal skills
- Communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

Work Environment: 95% office/classroom, 5% outside office including travel time.

Physical Requirements:

- The employee may be required to sit for extended periods of time in front of a computer screen.
- The employee must occasionally lift and/or move up to 30 pounds.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Equipment Used: Computer, phone, FAX, copy machine.

Safety Considerations: Some travel may be required.

Other Requirements:

1. Valid Oregon or Washington State Driver License (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
2. Successful completion of a background investigation (including a fingerprint criminal history check)

Application Procedures: Interested candidates should submit a cover letter addressing their qualifications for the position and why they are interested in joining the NAYA Family Center team. Please also enclose a NAYA application and your resume. Applications and the official position description can be obtained online at <http://nayapdx.org/about/jobs/>

Application Deadline: February 5, 2018

Attention: Incomplete applications will not be considered. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description

NAYA Family Center | Position Description: **Director of Finance and Operations**

does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

Please send application materials to:

Attn: Human Resources
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: hr@nayapdx.org